

Introduction

This guide is designed to give a brief overview of the steps involved in the development permit and review process. The aim is to provide information to property owners, residents and potential builders within the City of Farmers Branch of the process and procedures involved with any project. This document does not modify requirements of the Zoning Ordinance.

A comprehensive development guide that addresses all aspects of development would be unwieldy -- instead this document is tailored based on current development issues and trends.

The document is divided into three sections.

The first two sections include information pertaining to development review. The first section describes the different development processes. The second section covers the most important and frequently overlooked technical information. These two sections are dynamic and will be frequently updated to keep pace with development trends and issues.

The third section is the Planning and Zoning Commission Rules of Procedure. This section has been adopted by resolution.



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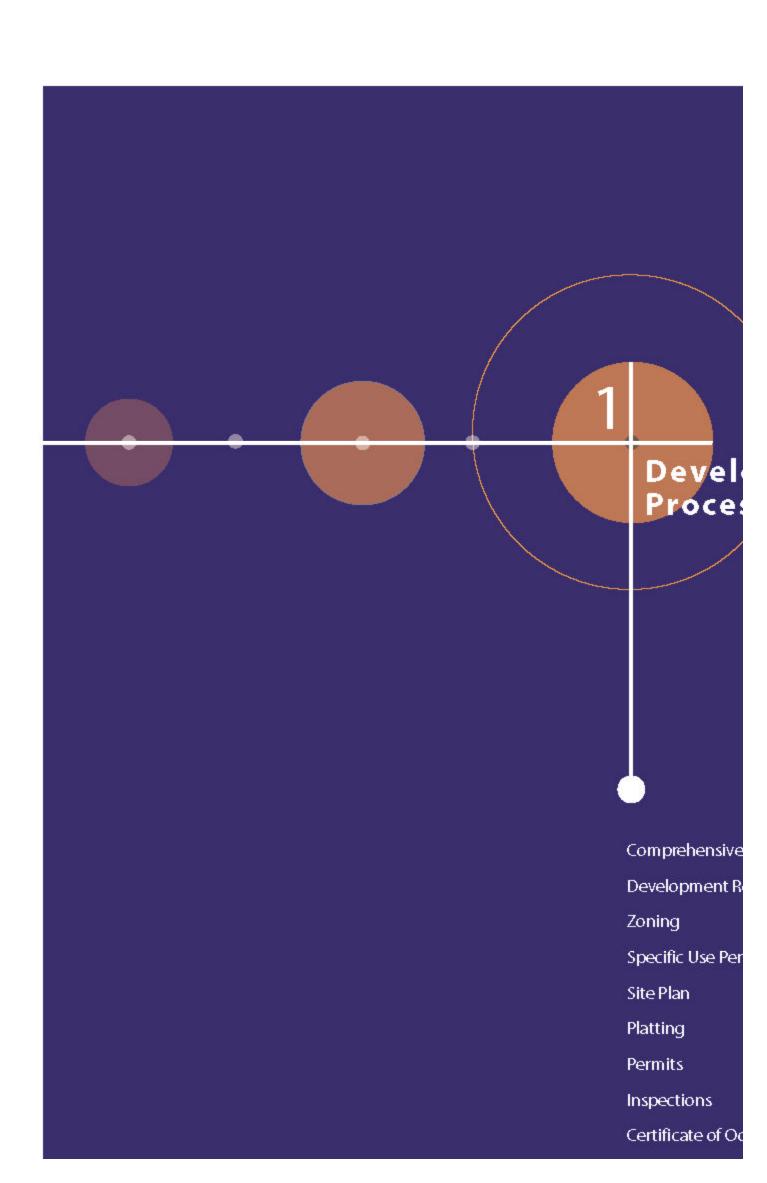
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COMPREHENSIVE PLAN

Chapter 211 of the Texas Local Government Code requires that municipalities zone in accordance with a comprehensive plan, and must be designed to:

- 1. Lessen congestion in the streets;
- 2. Secure safety from fire, panic and other dangers;
- 3. Promote health and general welfare;
- 4. Provide adequate light and air;
- 5. Prevent the overcrowding of land;
- 6. Avoid undue concentration of population; and
- 7. Facilitate the adequate provision of transportation, water, sewers, schools, parks and other public requirements.

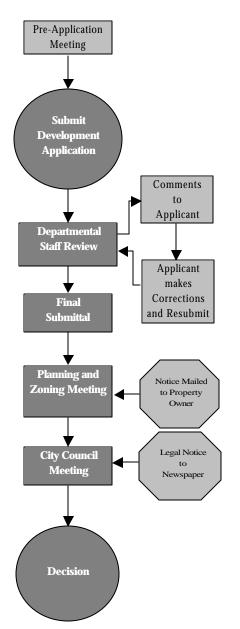
The Farmers Branch Comprehensive Plan is a guide to decision-making in the zoning process.

The adoption and amendment of a zoning ordinance should be guided by the contents of this plan.

How is the comprehensive plan used in reviewing rezoning cases?

Let's say that a private developer has a petition for rezoning to allow for a particular type of development. The Planning Division will first check the comprehensive plan to determine if the requested change in zoning is consistent with the plan and examine the proposed densities to see how well they fit the comprehensive plan's proposals and projections.

DEVELOPMENT REVIEW



PRE-APPLICATION MEETING

In order to process an application more effectively, a pre-application conference with a member of the Planning staff is highly recommended. The applicant should bring any information available on the site/structure in question. At this meeting, staff will explain the criteria and intent of the comprehensive plan, zoning ordinance, and design guidelines as they relate to the project. Application forms detailing the requirements and fee necessary for application may also be obtained at the pre-application meeting.

In addition, the applicant may meet with adjacent property owners and residents in the neighboring area to discuss the proposed development and alleviate any potential conflicts or concerns. Staff also suggests looking at the neighborhood aesthetics since the review process encourages compatibility with adjoining properties. A review of previously approved projects in the vicinity may offer many helpful suggestions.

SUBMIT DEVELOPMENT APPLICATION

The applicant should submit a completed Development Application package to the City of Farmers Branch Planning Division. At the time of filing, the applicant may choose to review the material with a planner to ensure that all the required information is provided.

Filing deadlines are approximately six weeks prior to the desired Planning and Zoning Commission meeting.

INTERDEPARTMENTAL STAFF REVIEW

Following the receipt of a complete application package, staff will evaluate the proposal by conducting an investigation of the site and reviewing its conformance with the City's comprehensive plan, zoning ordinance, design guidelines, and assessing its overall impact on its environment.

Written or verbal staff comments will be communicated to the applicant. The applicant can make revisions and resubmit the development plans.

A written report, which will analyze the development proposal and provide staff recommendations, will be prepared. A copy of this report will be sent to the applicant prior to the Planning and Zoning Commission meeting date.

Electronic Media

Development application forms can be obtained from the Planning Division website link at www.farmersbranch.info.

Staff reports including site plans are forwarded to the City Council electronically. Accordingly, the City of Farmers Branch will accept the following electronic formats:

- · dwg, jpg, TIF and minimum resolution
- Jpeg format with minimum 300 dpi resolution

Staff reports forwarded to City Council are available the Monday morning of the City Council meeting by 10 a.m. at the City's website.

Who receives mailed notice?

Notices are mailed to property owners as prescribed by State Statute. and City Ordinance. The written notice will contain basic information such as the date of the hearing, the time, the location, the topic, and the City's primary contact person (with telephone number).

How do I sign up to speak?

The City Council and the Planning and Zoning Commission require citizens to fill out speaker cards before speaking. The speaker cards can be found near the entrance to the Council Chambers

How long may I speak?

In general, citizens who sign up to speak at the City Council hearing are limited to three minutes of comments. The Planning and Zoning Commission does not have a time limit but speakers are strongly encouraged to be concise. The Chair may limit speaker's times at his/her discretion. All speakers are encouraged to limit their remarks to the item under discussion and to avoid repeating comments made by previous speakers. This enables the hearing body to conduct all public hearings that are scheduled and avoid postponing hearings because of the late hour or the lack of a quorum.

PUBLIC NOTICE

All cases shall be posted in accordance with State law, which includes newspaper publication and mailed notices to surrounding property owners.

The Comprehensive Zoning Ordinance requires that all cases being held before the Planning and Zoning Commission requiring a public hearing shall have a sign posted on the subject property. The sign shall state the case number of the application and a phone number to call for any questions. The Planning Division will provide the sign.

HEARINGS

The application is reviewed at two hearings:

- The Planning and Zoning Commission conducts the first hearing. The Planning and Zoning Commission is appointed by the City Council body and responsible for the review of proposed development projects and renders recommendations to the City Council. Refer to the Planning and Zoning Commission Rules of Procedure for information on hearing process.
- 2. The second hearing is conducted by the City Council. The decision of the City Council is final. Approval by the City Council is not an approval to start construction. Other approvals such as platting, and permits including but not limited to grading and building permits must be obtained prior to the beginning of construction.

Zoning districts are established to promote compatible patterns of land use within the zoning jurisdiction of the City and to establish site development regulations and performance standards appropriate to the purposes of each district and their respective uses.

The zoning program has three main parts:

- A zoning map depicting the boundaries of various districts.
- An ordinance that which prescribes the use and development standards.
- Rules of Procedure for administering the zoning program (see Planning and Zoning Commission Rules of Procedure).

A rezoning application is needed to amend the map and/or text of a zoning ordinance to effect a change in the nature, density, or intensity of uses allowed in a zoning district and/or on a designated parcel or land area. Requests for changes to existing zoning are filed with the Planning Division. To change a property's zoning, there is a four-step process:

- 1. Application filed
- 2. Notices to the public
- 3. Planning and Zoning Commission hearing and recommendation
- 4. City Council hearing and action

Note: Pre-application meeting to discuss initial concept is highly recommended

APPLICATION FILED

Every proposal to change the regulations of the zoning ordinance or the boundaries of a zoning district must be filed with the Planning Division and payment made of the appropriate filing fee. The application is made by the owner of the property or an authorized agent, or may be initiated by the City of Farmers Branch.

NOTICES TO THE PUBLIC

Ten days before the scheduled Planning and Zoning Commission public hearing on the proposed zoning change, notice is sent to property owners

Application Fees

Less than 5 acres \$700

> 5 to 10 acres \$1,000

Greater than 10 acres \$1,500

within 200 feet of the property proposed to be rezoned, and a sign is placed on the subject property. Notice of the public hearing before the City Council appears in the official newspaper at least 15 days prior to the City Council hearing date.

COMMISSION HEARING AND RECOMMENDATION

The Planning and Zoning Commission holds a hearing on each case. After each case is heard, the Commission members vote, and a recommendation is sent to the City Council.

CITY COUNCIL HEARING AND ACTION

Every zoning proposal and text amendment voted upon by the Planning and Zoning Commission is forwarded to the City Council for a hearing.

No zoning change becomes effective until after adoption of the ordinance by City Council.

	Zoning/Specific Use Permit	Site Plan	Platting	Permit	Inspection
Review Comments	Land use appropriateness and compliance with Comprehensive Plan Development density Transportation Traffic impact Parking and circulation Design	Design Density Compatibility Transportation Traffic impact Parking and circulation Construction Drainage/grading Floodplain Landscaping Utility	Design Layout Circulation Construction Trainage Floodplain Utility Transportation Easements Thoroughfare Plan	Construction, and health safetv standards	Compliance with site and building plans
Notice	Property owners within 200 ft.Signs on propertyNewspaper ads	If a public hearing is necessary			
Product	Zoning Ordinance	Resolution approving Site Plan (site plan mav suffice in lieu of Preliminary Plat)	Final Plat	Building Permit	Certificate of Occupancy
Approval Authority	City Council			Building Official	

Specific Use Permit

A Specific Use Permit (SUP) process is tantamount to a zoning change. A Specific Use Permit is a legislative action that requires City Council approval. SUP approval is required for a use that has been determined to be more intense or to have a potentially greater impact than a permitted use within the same zoning district.

Check the Zoning Ordinance which outlines uses that require a Specific Use Permit.

The process for a SUP is the same four-step process followed for a rezoning request. A site plan drawing is typically required for consideration of a Specific Use Permit.

At the time of filing a Specific Use Permit, proposed detailed written findings of fact shall be filed. Findings of Fact shall be submitted on forms provided by the staff, with the application. The three tenets of the Findings of Fact are to ensure that the grant of the Specific Use Permit:

- 1. Will not adversely impact the public health, safety, and welfare of the community;
- 2.. Will not impair the use and value of adjacent property; and
- 3. Is consistent with the recommendation of the Comprehensive Plan.

All approved Specific Use Permits shall be referenced on the Zoning District map.

SPECIFIC USE PERMIT - INTERIM USE (SUP-IU)

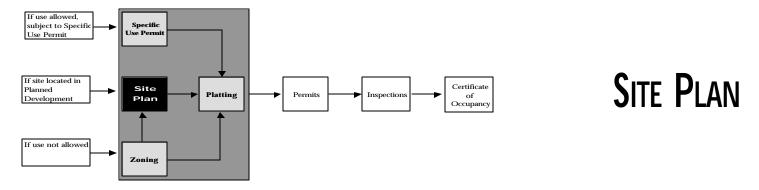
This type of application is generally filed for a temporary use. See Article 8-450 through 8-459 of the Comprehensive Zoning Ordinance for regulations pertaining to a SUP-IU.

Application Fees

Less than 5 acres \$350

> 5 to 10 acres \$400

Greater than 10 acres \$500



A site plan approval is required for development within a Planned Development District. A site plan application shall be submitted to the Planning and Zoning Commission for review and recommendation to the City Council prior to consideration by City Council, unless the ordinance grants staff the authority to review the site plan.

A public hearing may be held on any site plan required as a condition of Planned Development District when such plan is submitted or significant changes are proposed in such plan and the public hearing shall be subject to the same procedure of notice as is specified for amending the zoning ordinance.

The site plan is a detailed plan of the public and private improvements to be constructed. The purpose of the plan is to:

- 1. Ensure compliance with applicable development regulations and previously approved, plans affecting development of the property;
- 2. Coordinate and document the design of public and private improvements to be constructed; and
- 3. Coordinate the subdivision of land, including the granting of easements, development agreements and provision of surety.

VARIANCES/SPECIAL EXCEPTION

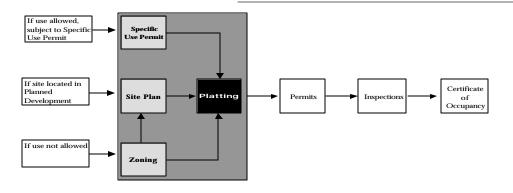
Application Fees

Less than 5 acres
\$275

5 to 10 acres
\$400

Greater than 10 acres
\$500

Variances to zoning standards require approval from the Zoning Board of Adjustment, except where the Planned Development District ordinance allows for variances/special exceptions to development standards to be reviewed concurrently with the site plan approval process. Such application shall demonstrate that the proposed modification will allow for equal or better results and represents the minimum modification necessary.



PLATTING

PROCESS

Section 212.004 of the Texas Local Government Code states that the owner of a tract of land located within the limits of a municipality, who divides the tract in two or more parts, must have a plat of the subdivision prepared.

What is a plat?

A plat is a drawing that graphically represents property, with a metes and bounds description based upon a land survey prepared by a licensed registered surveyor, and describes the dimensions and location of lot lines, streets, and easements and establishes the lot, block, and subdivision name.

When is a plat required?

Generally a plat is required when:

- A new structure is desired on property that is vacant and has never been platted;
- · A portion of the property is being sold;
- · Easements are being dedicated;
- A new structure is planned over the common lot line of two adjacent lots; or
- The property is going to be divided resulting two or more lots.

The Farmers Branch Ordinance No. 1430 (also referred to as Subdivision Ordinance) as amended, establishes the rules and regulations governing the platting and subdivision of land.

A subdivision is the division of any land situated within the City of Farmers Branch corporate limits in two or more parts, or the creation of building lots, or the dedication of streets or easements by means of platting, subdividing, building upon, or other development of land. Any person or agent intending to subdivide, as that term is defined herein, is identified as a developer. All aspects of the land subdivision process are to be coordinated through the City Engineer.

What are the benefits of platting?

Benefits of platting property include:

- Having a legal document filed for record with the county that is a graphic representation of the property which shows property boundary lines in addition to a metes and bounds description (such as a deed); and
- Knowing public improvement responsibilities associated with the land including street right-of-way dedication, street construction, and utility construction.

What are the different types of plats?

There are several different plat types including preliminary plats, final plats, replats, amended plats, and vacated plats.

Depending upon the existing property conditions, the type of development proposal and/or the reason for platting will determine the appropriate type of plat that needs to be prepared and submitted to the City for review and approval.

A pre-application meeting with staff is recommended to discuss general information about the subject property, to pick up a platting application packet, to determine the type of plat required, and to determine if a developer's contract is required.

The guidelines within this section of the handbook are to inform the development community of the appropriate administrative procedure to be followed in the preparation and submission of construction plans and plats to conform to the Subdivision Ordinance.

Need assistance with the platting process

Contact the Engineering Department 972-919 2588

Application Fees for Preliminary Plat

\$100 per sheet and \$35 per acre

PRELIMINARY PLAT

A preliminary plat is similar to a site plan. It shows the overall lot configuration, water and sewer services, and street patterns. The review will determine conformance with the City's ordinances. A preliminary plat allows the City and the developer to determine future infrastructure needs.

Submission Procedure

- 1. Application form.
- 2. Pay filing fees of \$100 per sheet and \$35 per acre.
- 3. Provide black line review copies of the preliminary plat showing subdivision name, lot dimensions, existing and proposed building footprint and parking lot, street right-of-way widths, drainage, contours, limits of flood plains, proposed land uses, adjacent subdivision, and physical features such as bridges and existing utilities.
- 4. For a detailed list of guidelines for preparing a plat drawing, refer to the Technical Section within this guidebook and Ordinance 1430.

Administrative Procedure

- 1. Applicant has preliminary conference with City staff and receives application packet. The applicant can present a concept plan of subdivision for comments and advice on the procedures, specifications, standards required by the City, and a determination as to whether a developer's contract will be required.
- 2. The preliminary plat application is submitted to the Engineering Department for interdepartmental staff review.
- 3. Staff comments are returned to the applicant/applicant's representative.
- 4. Once all comments are addressed, staff will notify the applicant for final submittal of the preliminary plat, which will be forwarded to the next Planning and Zoning meeting.
- 5. The final submittal of the plat to City staff should include:
 - Six black lines with signatures
 - One JPG file, 300 dpi preferred or an 11 x 17 copy of the plat
 - Twelve copies, folded
 - As listed in Submission Procedure above, the final submission of the plat is sent to the Planning and Zoning Commission for approval.

 The applicant must have a representative at the Planning and Zoning meeting or the plat will be denied.
 - The approval of the preliminary plat does not constitute acceptance of the subdivision. It is authorization to proceed with the preparation of the engineering drawings and final plat, approval of the preliminary plat expires at the end of 90 days after the date of approval, unless the final plat has been submitted.

Application Fees for Final Plat

. . .

\$100 per sheet and \$35 per acre

Comment

The Planning and Zoning Commission has been designated as the approving authority for preliminary plats. The average processing time for a complete preliminary plat application does not usually exceed 30 days from the final submittal date. The Planning and Zoning Commission generally meets on the 2nd and 4th Mondays of each month. Final submittal must be received a minimum of ten days before a Planning & Zoning meeting. If a site plan is approved, a preliminary plat may not be required.

FINAL PLAT

A final plat is a legal document that describes a tract of land by bearings and distances, locates and defines easements, and dedicates the necessary rights-of-way for streets and alleys. The final plat determines conformance to subdivision regulations, the zoning ordinance, other related codes, City policies and establishes any contractual obligation through a Developer's Contract. A site plan or preliminary plat must be approved before the platting process.

Submission Procedure

- 1. Application form.
- 2. Filing fees of \$100 per sheet and \$35 per acre.
- 3. Black line review copies of the final plat showing subdivision name, metes and bounds description, the owners certificate, the surveyors' certificate, the boundary lines, right-of-way widths of adjacent and on-site streets including street names, dedication of streets, utility easements, fire lanes, mutual access easements, adjacent property owners, and approximate limits of the flood plain.
- 4. For a detailed list of guidelines for preparing a plat drawing, refer to the Technical Section within this Handbook.

Administrative Procedure

- Applicant has preliminary conference with City staff and receives application packet. The applicant can present a concept plan of subdivision for comments and advice on the procedures, specifications, standards required by the City, and a determination as to whether a developer's contract will be required.
- 2. Plat and construction plans are submitted for interdepartmental staff review.
- 3. Staff comments are returned to the applicant representative.
- 4. Once all comments are addressed, staff will notify the applicant for final submittal of the final plat, which will be forwarded to the next Planning and Zoning meeting.
- 5. The final submittal of the plat to City staff should include :
 - Six black lines with signatures of property owner

Plat application forms can be obtained from the Engineering Department website link at www.farmersbranch.info

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Filing a plat at Dallas County Records will require:

Six plats (black lines) with original signatures.

Two plats (mylar) also with original signatures.

Tax Certificates (statement) from the school district and Dallas County.

You will be required to have an account number from the Dallas County Appraisal District to receive your Tax Certificate (statement).

Carrollton - Farmers Branch ISD statements are purchased at CFB ISD offices located at 1445 N. Perry Road. For information, phone 972-466-6172.

Dallas ISD statements and the Dallas County tax statement are purchased at Dallas County Records Building, 500 Elm Street on the first floor. For information, phone 214-653-7811.

The mylars and remaining black line copies of the plat must be returned to the City of Farmers Branch as soon as they have been filed.

Engineering Department - City of Farmers Branch 972-919-2588

- Two mylar with signatures of property owner
- One ".DXF" file extension, State Plane Coordinate NAD 83, Zone 4202. if available
- One ".JPG" file extension, 300 dpi preferred or an 11x17 copy of the plat
- Twelve copies, folded
- Engineering plans must be submitted for the construction of streets within and adjacent to the subdivision, all surface and storm drainage within and across the subdivision, water distribution system, fire protection, sanitary sewer system, and any other improvements required to serve the subdivision.
- 6. The final submission of the final plat is sent to the Planning and Zoning Commission for recommendation to the City Council.
- 7. The final plat and developer's contract (if applicable) are sent to the City Council for approval. The developer's contract, if any, must be signed prior to approval of the final plat.
- 8. The developer must take the approved plat and developer's contract to Dallas County Records for filing and return them to the City for distribution.

Comment

The City Council has final approval of final plats and developer's contracts. The average processing time for a complete application does not usually exceed 30 days from the final submittal date. The Planning and Zoning Commission generally meets on the 2nd and 4th Mondays of each month. Final submittal must be received a minimum of ten days before a Planning and Zoning meeting. The City Council generally meets on the 1st and 3rd Mondays of each month. The final submittal package submitted prior to the Planning and Zoning Commission meeting is also used for the City Council meeting.

REPLAT

In addition to the requirements specified for a final plat, a public hearing is required for a replat. Replats typically do not require public notification except if the replat is considered a residential replat, then notification must be published and written notice must be mailed to owners of property within the subdivision and that are within 200 feet of the subject property, at least 15 days in advance of the public hearing before the Planning and Zoning Commission meeting. A second legal notice must be published at least 15 days prior to the City Council meeting. All costs associated with the public notification are the responsibility of the developer.

Note

Replats, amended plats, and plat vacation follow the same process as final plats

Improvements

Generally, it is during the platting process where it is determined what improvements are the responsibility of the land owner. Sometimes, construction of improvement responsibilities is deferred until such time when the property is being built upon. Deferral of improvements requires approval of a developer's contract.

Improvement obligations are set forth by City ordinances and policies, including adopted master plans. Improvements include but are not limited to:

- 1. Streets (including rights-of-way):
- Utilities (water, sanitary sewer, storm sewer, including easements);
- 3. Landscaping (including street lighting);
- 4. Traffic signals; and
- 5. Sidewalks.

AMENDED PLAT

An amended plat may be approved and issued for purposes as stated in the Texas Local Government Code. The amended plat does not require a public hearing. The amendment must not attempt to remove recorded covenants or restrictions and does not increase the number of lots.

PLAT VACATION

A plat vacation is used to void the last plat filed and recorded with Dallas County Records. Upon approval, the property reverts to the condition it was in before the plat was filed. A plat vacation processed on platted property reverts the land to the legal description and restrictions of any previously filed plat. Vacating a plat will abolish all right-of-way and easements dedicated by the plat. Vacating a plat requires a replacement plat to be processed at the same time. A vacated plat requires approval from utility companies concerning improvements within rights-of-way or easements.

DEVELOPER'S CONTRACT

A developer's contract is an agreement between the City and property owners that specifies improvement obligations. The contract obligations remain with the land in the event the land is sold to another person or entity. The contract is a legal document subject to review and approval by the City Council and is executed and filed for record with Dallas County Records.

GENERAL PLAT INFORMATION

Title block should consist of subdivision/plat name, owner/developer's name, mailing address and phone number, surveyor's name, mailing address and phone number, the scale, and the date.

The drawing must provide distances and bearings on boundary lines (preferably a heavy solid line), building setback lines, proposed streets, alleys, fire lanes, and easements, existing streets, alleys and fire lanes with a light or dashed line and existing easements in a light or dashed line with volume and page. Show adjacent property with legal name, and adjacent streets and easements with widths. Also, use data block, curve and line table when applicable.

Plat text shall be a minimum 10 point in size.

Include legal description of property, owner's certificate with signature and notary lines, surveyor's certificate with signature and notary lines, and certificate of approval by the City of Farmers Branch with signature and attest lines. When applicable, provide flood plain statement, dedication of open space/park areas, and lien-holder's concurrence certificate with signature and notary lines.

PERMITS

Non Residential Building Permits

Building permits are required to insure that buildings are constructed to meet a minimum standard of safety for occupancy and that the proposed development is in concert with the City's **Zoning Ordinance and Comprehensive** Plan. The process is started by filling out the short permit application and submitting drawings of the proposed development. During the initial review staff will advise if the site is zoned to allow the desired land use and the land has been platted. If the proposed development meets the zoning requirements the permit process can be initiated.

Land use, building requirements and site layout are subject to all requirements of the existing zoning designation. Plan diagrams and construction specifications assist in determining if the project conforms to building, fire and zoning regulations.

To begin the building permit process, the following should be submitted if applicable:

- Two sets of building construction plans with Engineer's and/or Architect's seal (as required by state law). Plans should also include the site plan, landscape plan, mechanical, electrical and plumbing drawings, and demonstrate compliance with energy conservation laws.
- Asbestos survey information (for demolition and reconstruction in an existing building) and Texas

- Accessibility Standards submittal (any new building or remodel reconstruction exceeding 50,000 square feet) confirmation.
- Completed Certificate of Occupancy application.

All applicable trade permits, including fire protection system require separate permit application. The site plan should show the proposed work and its location in relation to property lines. Site plans in Planned Development Districts may require approval of Planning and Zoning Commission and City Council.

RESIDENTIAL BUILDING PERMITS

Building permits are required for construction, remodeling, repair and/or additions to single family and two family residential construction. The process is similar to non-residential construction permit. A building permit must be obtained and inspections performed. To start the process an application should be completed describing what work will be performed. In most cases the application should be accompanied by plans that reflect the proposed improvements. The plans should be of sufficient clarity to reflect that the proposed work complies with the zoning laws and construction codes of the City. A property owner may act as a general contractor and, where the homeowner occupies the home as a homestead, the homeowner may also perform all of the necessary work to accomplish the proposed improvements. For residential construction, the building permit application will act as the application for Certificate of Occupancy.

Types of Permits

When building construction plans are approved, permits are issued. Types of permits are as follows:

1. Building Permits

Non-Residential New Construction: A new building or adding square footage to an existing building footprint. Square footage is defined as anything one constructs that casts a shadow. Adding interior square footage, i.e., adding a mezzanine or inserting another floor, will be considered new construction.

Remodel/Finish Out: Improvements to an existing building without adding square footage (see following section on Work Exempt from Permits).

Residential New Construction: Construction of a new single family home or a new two family home.

Residential Remodeling: Any construction, additions, repair, or remodeling of an existing single family home. This would also include accessory buildings like garages and carports.

2. Trade Permits

Non-Residential: Applied for and paid for by the trade contractors.

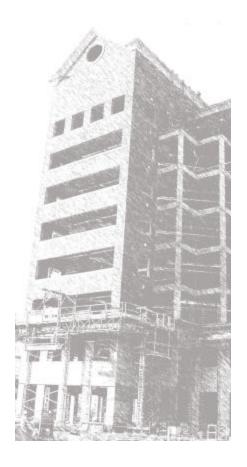
Residential: Applied for by the licensed trade contractor or by the owner/occupant of the home.

Electrical Permit: Required for installing new wiring, to add or to make changes to existing wiring, for new main service or electrical work that increases the power to an existing facility.

Mechanical Permit: All heating and air conditioning work, from replacing existing units to installing a new system, requires a permit.

Plumbing Permit: Water, gas and sewer plumbing systems must be properly installed to safeguard citizens' health. All new or replacement water, gas or sewer service, as well as additions, require a permit. This also includes water heater replacement.

Fire Protection Systems Permit: All new installations, renovations or additions of over 10 heads to a fire protection system require a permit. A permit can be issued only to a Fire Protection System Contractor that is



Work Exempted from Permits

A building permit shall not be required for the following:

- One-story detached residential accessory buildings used as a tool and storage sheds, playhouses and similar uses, provided the projected roof area does not exceed 120 square feet.
- ·Movable cases, counters, and partitions not over 5 feet 9 inches high.
- ·Painting, papering and similar finish work.
- ·Temporary motion picture, television and theater stage sets and scenery.
- Repairs or construction of paved areas, not exceeding 100 square feet in area, to surfaces used for vehicular traffic or other flat work.

Unless otherwise exempt, separate plumbing, electrical, irrigation, fire sprinkler and/or mechanical permits will be required for the above-exempted items.

registered with the City and licensed by the State of Texas. See Work Exempt from Permits.

3. Other Permits

Change of Occupants: A new Certificate of Occupancy is required when there is a change in the tenant or use of the building, even if there is no construction. This applies to both residential and non-residential buildings, but does not apply to multiple family (apartment) buildings. Apartments are inspected semi-annually for compliance with life safety requirement in compliance with their licensing.

Demolition Permit: Required before work begins to demolish all or a portion of a structure (final inspection also serves as notification to remove the structure from the tax rolls).

Moving Permit: Required when moving a structure into the City, from one city lot to another, or from one location to another on the same lot.

Special Permits: Required to conduct a carnival or fair, also tree or pumpkin lots or temporary tents.

Health Permit: Required for operational facilities for food service or preparation, public swimming pools, spas, hotels and motels, and bed and breakfast facilities.

Construction Permit for Work in the Right of Way:

The Engineering Department issues permits for any construction work in the right-of-way and public easements. City design criteria must be adhered to and all construction must be installed in accordance with current standards of the City of Farmers Branch. Installations by private development may require a license agreement to be approved by City Council and a fee assessed.

Fill Permit:

Any work in the flood plain requires a fill permit and possible approval from FEMA (Federal Emergency Management Agency) and other agencies. An applicant for a fill permit should request a Pre-Application Conference with representatives from the Engineering Department. At the Pre-Application Conference, the City Engineer will determine what information is necessary for a complete evaluation of the proposed project. Depending on the project, the City Engineer may request that submittal information be sealed by a licensed registered engineer in the State of Texas. Approval or denial of a fill permit by the City of Farmers Branch is based on all of the provisions of the City of Farmers Branch Ordinance No. 1670 as amended.

Curb Painting Permit:

Many residents would like to have their house number painted on street curbs. There are specific standards for doing this. Companies providing this service are required to have a permit which is issued by the Engineering Department. A fee of \$50 is required except for non-profit organizations.

For Inspections Call 972-919-2549 24-Hour Notice Required

Please have permit number ready when calling.

After site plans have been approved and permits have been issued, construction can begin. The construction work will be inspected throughout the course of a project.

- The approved set of plans with comments should remain (on-site) available to inspectors at all times.
- A contractor should request that the City inspector perform the proper inspection at the proper stage of work.
- Inspection for fire protection systems will be performed following approval of the fire protection system plans.
- A final inspection is required.

Required Inspections

- 1. Plumbing and/or electrical rough under concrete.
- 2. Foundation Inspections approved plans must be on-site, and if required, form survey must have been submitted.
- 3. *Plumbing -rough
- 4. *Gas plumbing may be combined with rough plumbing.
- 5. *HVAC rough
- 6. *Electrical wall/ceiling rough building must be dried in.
- 7. Framing pre-fab fireplace should be in place.
- 8. Masonry fireplace, if applicable.

*Wood framing, these items to be approved prior to frame inspection and may be called in any order by permitted sub contractor only.

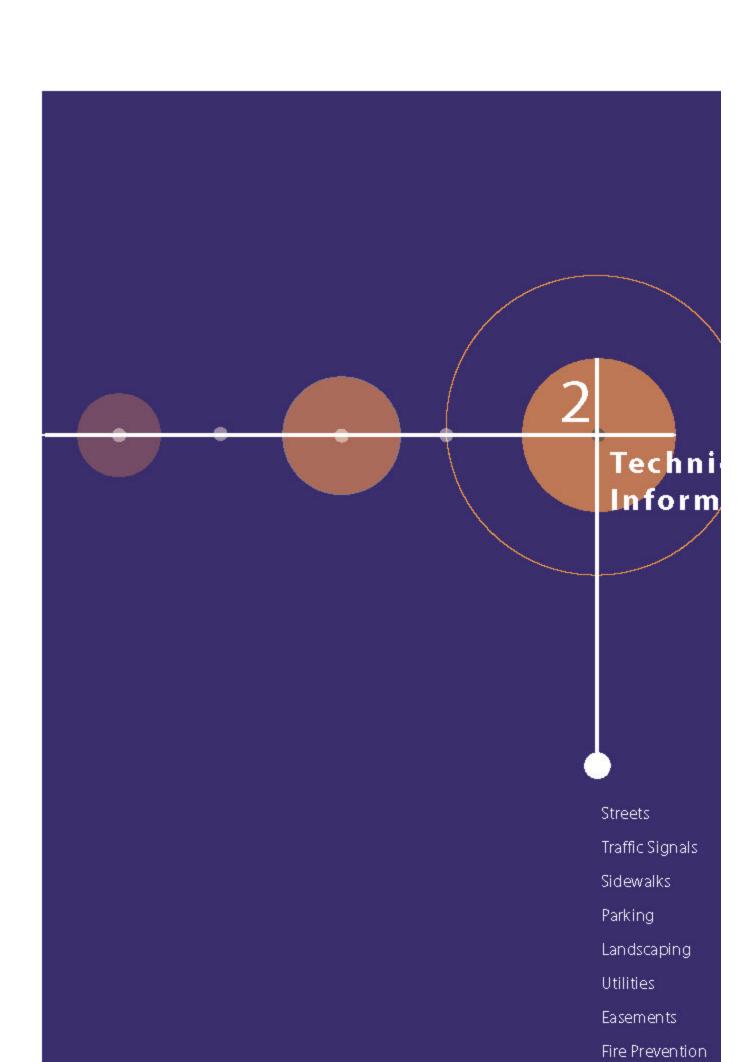
*Steel framing, one sided and anything inside of walls must be approved prior to calling for frame. sub contractors only may call their inspections.

• • • General Requirements for Inspections

- Permit must be posted at site or visible from street.
- City approved plans must be on site.
- Reinspection fees of \$50 per craft will be charged if work is not complete, plans are not on site and if permit or address is not posted at site.
- After hours inspections at \$50 per hour, two hour minimum prepaid.

When all inspections have been made and a final inspection has been completed, then a Certificate of Occupancy can be issued and the structure may be occupied.

- Certificates of Occupancy (C.O.) are issued to a party/business at a particular location. A new C.O. should be obtained when the use or tenant in a building changes.
- Apartment complexes are only required to obtain a new C.O. with each new owner. Semi-annual inspections are performed on each apartment unit to determine compliance with the minimum housing standards.
- Shell C.O. (letter of compliance) is required with each new owner.
 Management Company should contact City when assuming a new responsibility/complex.



STREETS

The ordinance establishing the latest approved City-wide Master Thoroughfare Plan should be consulted to determine number of lanes, right-of-way width and median requirement for thoroughfares. Thoroughfares are intended for movement of high volumes of traffic in the safest and most efficient manner possible, providing needed access to and through large areas of the City. Other streets are multipurpose streets providing for both movement of traffic and access to individual properties. Some of these streets may also accommodate on-street parking, where appropriate. Residential streets not included in the thoroughfare plan have the primary purpose of accommodating access to property and are likely to accommodate on-street parking.

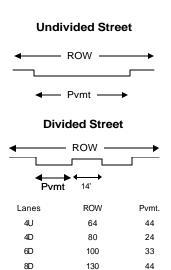
TYPICAL SECTIONS

Typical street cross sections provided for in the thoroughfare plan are depicted in the accompanying chart. The chart shows the width in feet of the right-of-way (ROW) and pavement (Pvmt) for undivided (U) and divided (D) roadways with 4, 6 and 8 lanes.

RIGHT OF WAY DEDICATIONS

If the proposed development is on a thoroughfare and the current width of the right-of-way for the thoroughfare is less than the width required by the thoroughfare plan, the developer should dedicate the necessary right-of-way. Generally, all setbacks should be measured from the newly created right-of-way line. For example, if the development is on a thoroughfare with a right-of-way that is 80 feet wide and that is required to be 100 feet wide by the thoroughfare plan, the developer is normally required to dedicate 10 feet of right-of-way on the side of the street adjacent to the proposed development.

In addition to the right-of-way necessary to accommodate the typical street cross-sections, the thoroughfare plan ordinance provides for obtaining additional right-of-way at intersections along thoroughfares where the need for additional right and left turn lanes require additional right-of-way.



CONSTRUCTION REQUIREMENTS

If the proposed development is adjacent to a thoroughfare and the current pavement width of the thoroughfare is less than the pavement width required by the thoroughfare plan, the developer will normally be required to construct or fund the construction of the necessary additional pavement width. For example, if the development is adjacent to a four-lane divided thoroughfare that is required to be six-lanes divided by the thoroughfare plan, the developer is normally required to construct or fund the construction of one additional lane on the side of the street adjacent to the proposed development.

If traffic generated by the development warrants, the developer may be required to construct needed auxiliary lanes (such as left turn lanes and right turn lanes) at adjacent intersections, as determined by the City.

Technical Guidelines/Requirements

Ordinance 1430 (Subdivision Ordinance) specifies the following requirements:

- Pavement widths and rights-of-way are to be as required by the City's
 Thoroughfare Plan or City Ordinances and policies. Streets on the
 thoroughfare plan are to be platted and dedicated in the location
 indicated and paved by the developer to the width indicated by the
 thoroughfare plan.
- New streets in the subdivision should extend existing streets from adjoining developments wherever necessary and should be at least as wide as existing streets and in alignment with them.
- 3. Avoid street jogs with centerline offsets of less than 125 feet.
- 4. Street intersections are to be at right angles as much as practicable.
- 5. Dead-end streets (without a cul-de-sac) are prohibited except as short stubs to permit future expansion.
- 6. Cul-de-sacs are not to exceed 500 feet in length with right-of-way for turnaround of not less than 100 feet in diameter in residential areas and not less than 150 feet in diameter in commercial and industrial areas.
- 7. Curbs are to be installed by the developer on both sides of all streets.



8. New streets should not duplicate names of streets elsewhere in the City. New street extensions of existing streets are to be use the existing street name, unless otherwise approved by the City Council.

A 10-foot underground utility easement may be needed adjacent to all rights-of-way. An easement needed for utilities may also be used to accommodate sidewalk and landscaping. However, streets located within single-family residential neighborhoods may be exempt from this requirement.

Median openings and driveways

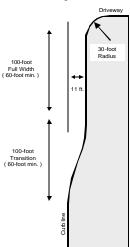
The following are guidelines generally applied by Staff:

- 1. The addition of median openings on divided streets to serve new development is discouraged but will be evaluated on a case-by-case basis.
- At new median openings or existing median openings that do not currently accommodate left-turns, left-turning traffic resulting from a proposed development must be accommodated by addition of left turn lanes.
- Driveways and median openings should be minimized along thoroughfares, however some are necessary. The accompanying table provides planning guidelines for minimum spacing of driveways and median openings.
- 4. Shared, common or mutually accessible driveways serving more than one development are encouraged.
- 5. Driveways on low-speed, low-volume, non-residential streets are preferred to driveways on high-speed, high-volume, major streets.
- 6. Driveways should be located as far from intersections as possible.
- 7. Driveways on thoroughfares may be required to include right-turn lanes.
- 8. Undivided two-way commercial driveways should be a minimum of 30 feet in width and should not be more than 40 feet in width.
- 9. Curb radii at commercial driveways should have a minimum radius of 20 feet. If truck volumes entering and leaving the driveways is substantial the radius should be 30 feet.
- 10. Gates, if any, restricting vehicular access from streets should be positioned to avoid stopped vehicles awaiting access from interfering with street traffic.

Median Driveway Spacing

Speed	Median Opening and Driveway Spacing	Driveway Stop/Signal Clearance	Driveway Spacing
30	300	100	185
35	300	150	245
40	400	200	300
45	450	250	350

Deceleration / Right-turn Lane



- 11. Drive radius should be a minimum of 10 feet for residential developments.
- 12. Driveways along thoroughfares and in some cases along other streets may require installation of deceleration/right-turn lanes. Where required, these lanes should have a 100-foot transition and attain their full width for 100 feet. However, in cases where road geometry and lot sizes do not permit these lengths, the transition and full-width portions of the lane may each be shortened to 60 feet.

TRAFFIC SIGNALS

USEFUL INFORMATION



Traffic signals are installed where it is determined that signals are both warranted and desirable. Traffic signals impose a severe restriction on roadway capacity and can result in increased delay and collision frequency.

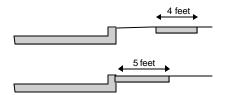
Traffic signals installed adjacent to a development to serve traffic generated by the development are normally funded by the development.

Additional right-of-way may be required to install traffic signals.

Federal and State standards require that traffic signals are not installed to slow or calm traffic.

Where traffic signals are installed along a major thoroughfare, the signals will allocate the maximum green time practical to the thoroughfare and will allocate to the minor street only the green-time necessary to prevent undue delay. Signals along thoroughfares will be timed to maintain traffic progression along the thoroughfares.

In order to synchronize signals it is necessary to operate all signals along a thoroughfare with the same "cycle length." Cycle length is the time required for a signal to serve all movements at an intersection once. Cycle lengths in Farmers Branch normally range from 75-120 seconds depending on location and time-of-day. Sometimes the need to synchronize signals using a common cycle length results in minor street delay that exceeds the delay a motorist might encounter if no signal were present.



SIDEWALKS

The subdivision ordinance requires sidewalks to be provided along both sides of all streets except as otherwise provided by specific City Council action. Sidewalks are required to be installed on the subdivision side of the streets adjacent to the subdivision. Sidewalks should be constructed to shared property lines so that the sidewalk can be extended across adjacent properties to ensure continuous sidewalk systems.

City standards require sidewalks to be no less than 4 feet if placed away from the curb and no less than 5 feet if placed next to curb unless otherwise provided by specific development requirements.

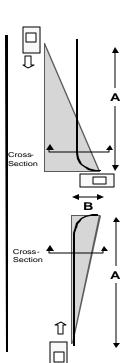
These standards are in compliance with Americans with Disability Act (ADA) requirements.



Barrier Free Ramp

In certain areas, zoning or other development standards may require wider sidewalks. In urban center developments, sidewalks 10 feet wide or wider are desirable.

A right-of-way corner clip will normally be needed at street intersections to accommodate sidewalk barrier free ramps as required by ADA. A typical corner clip is 15 feet by 15 feet.

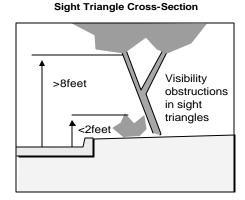


VISIBILITY

At driveways and intersections clear sight distance must be provided and maintained to allow for safe movement of pedestrians and vehicles. Landscaping, signage, parking and berms must be designed to allow for motorists to see and be seen by approaching traffic. In these areas, obstructions should be lower than two feet or higher than eight feet. These requirements are taken from standards adopted by American Association of State Highway and Transportation Officials.

The visibility of traffic control devices along streets must be maintained in order to protect motorist safety. In general, traffic signs (e.g., stop signs, parking signs, warning signs and the like) are positioned at least 7 feet above the roadway surface and at least two feet behind the curb. Landscaping and any other potential sight obstructions should be designed to not obscure current and possible future traffic control devices even at full maturity of the landscaping."

Sight Triangle Dimensions				
A.	Length of sight triangle along street			
B.	B. Driver's eye position behind curb line			
A	200 feet at 30 MPH 250 feet at 35 MPH 325 feet at 40 MPH 400 feet at 45 MPH			
В	15 feet desirable 10 feet minimum			





PARKING

Parking stalls are generally 180 square feet (18 feet long by 10 feet wide or 20 feet long by 9 feet wide) unless otherwise permitted by zoning. In some districts smaller parking stalls are permitted.

Parking modules should generally have a minimum width of 60 feet measured from front of stall to front of stall (e.g., 18 foot stall, 24 foot drive aisle, 18 foot stall). In some cases, the design of a parking lot and adjacent landscaped areas allow for this depth of the parking space to be reduced to accommodate a 2-foot bumper overhang on one or both sides of a parking module.

Parking areas including truck loading and delivery areas should be accessed via driveways, not directly from streets. Vehicle maneuvering on streets should be limited to turning into and out of driveways.

City Ordinance 2652 requires driveways that serve as fire lanes to be a minimum of 24 feet in width and have minimum turning radii of 26 feet (also see Fire Prevention).

Landscaping requirements for private property are set forth in the Comprehensive Zoning Ordinance and planned development (PD) ordinances where applicable.

Landscaping improvements within public rights-of-way are subject to review and approval by the Engineering Department. Landscaping improvements include but are not limited to: plant materials, hardscape (such as pavers, retaining walls), berms, irrigation systems and street lighting. All improvements should be designed and installed in accordance with the city's standard specifications; contact the Engineering Department for a copy of the standard specifications.

Sight visibility needs to be maintained for internal landscaping within parking areas.



LANDSCAPING



Sight visibility at all street intersections and drive approaches needs to be maintained as unobstructed area to ensure the safety of motorists and pedestrians (see Streets/Visibility within this section for visibility information).

The Comprehensive Zoning Ordinance specifies landscape standards. Some planned development districts have different and distinctive standards. Property owners should refer to the applicable zoning district to determine specific landscaping requirements.

Landscape development plans should emphasize the use of adapted and drought tolerant plant materials. Plant selection should emphasize desired effect, color, texture and ultimate plant size. Turf areas, when used, should be planned with the same consideration as other plant materials. The irrigation system should emphasize water efficiency and effectiveness. Consideration should be given to watering turf areas separately from other plant materials.

Fro landscaping standard specifications call the Engineering
Department
at 972 919-2588.

UTILITIES

CONSTRUCTION REQUIREMENTS

The extension of public utilities (water, sanitary sewer and storm sewer) is important in order to provide for a complete utility system. In order to ensure that all properties within the City have access to utilities, property owners are responsible for the construction of utilities across their property to the shared property line with the neighboring property. This is to ensure that the neighboring property owner can connect to the utility and extend the utility across its property as determined by the City Engineer.

If utilities need to be extended, a meeting with the Public Works and Engineering Departments will be required to review water and sewer extensions and tap locations. A meeting with the Fire Department may be required to review fire protection coverage and requirements. If additional fire hydrants and fire lines are required for new buildings, then water mains will be required to be extended.

For installation of taps and water meters, a utility contractor must install the taps and water meters at the location in the size required by the engineer.

Technical Guidelines

Existing water and sewer line information may be obtained from the Engineering and Public Works Departments. The Engineering Department has construction documents and other maps depicting utility locations. Exact locations must be field verified by the contractor.

Irrigation lines are not required to be metered separately. However, when irrigation usage is combined with non-irrigation usage through one meter, wastewater charges are based on the total metered consumption. Therefore, it is normally advantageous to install separate irrigation and domestic water meters for commercial properties. However, for residential customers, the maximum amount of wastewater cost is 10,000 gallons per billing cycle and a separate meter is not cost effective.

For information regarding traffic utilities, please contact the Traffic Division at 972-919-2588.

. . .

For information regarding irrigation utilities within public rights-of-way or on public facilities, please contact the Parks Department at 972-919-2620.

• • •

For information regarding utilities such as gas, electric, cable, and fiber optic, please contact 1-800- DIG - TESS. It is the responsibility of the developer and/or contractor to contact all other gas and oil pipeline utilities and fiber optic companies.

• • •

For location of existing water and sanitary sewer facilities, contact the Public Works at 972-919-2600.

. . .

To find out if backflow prevention device is needed, contact the Building Inspection Division at 972 919-2542.

Backflow prevention devices are required on systems having the potential of allowing an unknown source of water from entering the public water system. Backflow prevention devices are required for facilities such as laboratories and irrigation lines and at locations where processing equipment is used involving toxic or hazardous materials. Backflow prevention devices for fire protection are required to be located inside the building. To find out if a backflow prevention device is needed, contact the Building Inspection Division at (972) 919-2542.

Design and construction of water and sanitary sewer mains are regulated by the:

- 1. City of Farmers Branch Public Works,
- 2. City of Farmers Branch Engineering Department,
- 3. North Central Texas Council of Government (NCTCOG) Standard Specifications for Water and Sewer Construction,
- 4. City of Farmers Branch Detail Book (shows exceptions to NCTCOG details), and
- 5. Texas Commission for Environmental Quality (TCEQ) Regulations.

Provide proposed and existing tap sizes with exact locations for water, sewer, fire lines and irrigation tap on all utility plans.

Show valves, fire hydrant(s), manholes, and cleanouts with the exact locations on all utility plans.

Show grease trap system size and exact location on all utility plans.

Show existing and proposed utilities and their easements, construction and permanent easements on all utility plans.

Show other utilities such as gas, electric, and telecommunications on all utility plans.

EASEMENTS

In addition to right-of-way necessary for streets and sidewalks, additional easements may be necessary for utilities, landscaping, fire lanes, drainage and amenities. These easements are normally secured during the development process. Easements should be dedicated by plats.

Easements should provide metes and bounds of easements being dedicated by plat and volume and page on easements previously dedicated.

Dead-end easements are discouraged.

Utility easements adjacent to each side street right-of-way in non-residential areas may be 10 feet in width.

Easements should align with easements on adjoining property.

For more information, contact the Fire Department

Office 972-919-2540 Fax 972-919-2675

Fire Prevention

The Fire Prevention Division is responsible for performing a plan review on both remodeling and new construction projects. Fire Prevention officers utilize the 2000 International Fire Code along with all applicable National Fire Protection Association Codes (adopted by City Ordinance 2652) to ensure that each building meets all fire and life safety standards.

The Fire Prevention Division interfaces at various levels of the development process review of site plans, review plans for building permits, acceptance testing, and at the inspection level.

The Fire Prevention Division also reviews permit applications for fire suppression and extinguishing systems, fire alarms, hazardous materials, and special locking systems as well as witnesses acceptance testing and performs final or Certificate of Occupancy inspections.



Permissible Fire Lane Turn Arounds

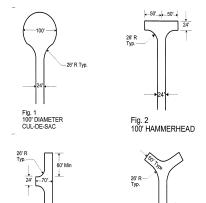


Fig. 3 Fig. 4
ACCEPTABLE ACCEPTABLE
ALTERNATIVE TO ALTERNATIVE
100' HAMMERHEAD 100' HAMMER

FIRE LANES

Reference: 2000 International Fire Code, Section 503 and City

Ordinance 2652

Scope: This policy should apply to all fire lanes existing or here

after constructed in the City of Farmers Branch

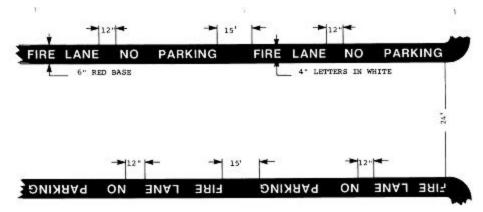
For details concerning the requirement, location and enforcement of fire lanes refer to the 2000 International Fire Code and City Ordinance 2652.

Information needed at time of site plan review:

- 1. Fire lane should be constructed of an all-weather driving surface having the capability to support a 60,000-pound vehicle.
- 2. New fire lanes should be a minimum of 24-feet in width.
- 3. A minimum of 14-feet of clear height should be available above all fire lanes.
- 4. When it is not possible to connect both ends of a fire lane to a dedicated street, approved turn-around installations should be provided.

For static and residual pressure for a specific address, contact, the Fire Department at 972-919-2640.





- 1. "FIRE LANE NO PARKING" TO BE PAINTED ENTIRE LENGTH OF DEDICATED FIRE LANE.
- 2. WHERE PRACTICAL, ALL PIRE LANE MARKINGS SHALL BE REQUIRED TO BE PLACED ON THE CURB.
- WHERE THE ABOVE FIRE LANE MARKINGS ARE DETERMINED TO BE INADEQUATE IN CONTROLLING TRAFFIC, THE PROPERTY OWNER WILL BE REQUIRED TO POST FIRE LANE SIGNS IN ADDITION TO OTHER FIRE LANE MARKINGS.
- WHEN RESTRIPING, ADDITIONS TO THE EXISTING FIRE LANES ARE NOT ALLOWED WITHOUT PRIOR APPROVAL OF THE FIRE DEPARTMENT.
- 5. Dead end fire lanes without approved turn-around installations should not exceed 150-feet in length.
- 6. All fire lanes should have a 26-foot inside radius and a 50-foot outside radius.
- 7. Markings approved by the Fire Chief and Building Official should be posted in conspicuous locations along fire lanes.
- 8. Fire lanes are dedicated by plats.

FIRE HYDRANTS

Reference: 2000 International Fire Code, Section 508.5 land

Appendix C

Scope: This policy should apply to all fire hydrants in the City of

Farmers Branch.

Information needed at time of site plan review:

- 1. Required fire hydrants and water supply lines should be located within dedicated utility easements. When fire lane easements are required, the utility easement may be located within the fire lane easement.
- 2. Fire hydrants should be spaced at intervals of 300 feet along the length of fire lanes and streets.
- 3. Fire hydrants should not be located closer than 3 feet nor further than 6 feet from streets and fire lanes.
- 4. A fire hydrant should be located within 100 feet of automatic fire sprinkler and/or standpipe system connections.
- 5. Fire hydrant lines exceeding 300 feet should be looped along fire lane/utility easements.
- 6. A minimum pipe size of 8 inches is required for looped fire hydrant supply lines.

- 7. Dead-end fire lines should meet the following requirements:
 - One hydrant, maximum 50 feet with 6 inch pipe
 - One hydrant, maximum 300 feet with 8 inch pipe
 - One hydrant and automatic fire sprinkler connection, maximum 300 feet with 12 inch pipe.
- 8. All proposed fire hydrant and automatic fire sprinkler line installations must be approved through the City of Farmers Branch Fire Marshal's Office and the City Engineering Department.
- 9. Fire hydrants should have two $2\frac{1}{2}$ -inch hose outlets and one $4-\frac{1}{2}$ inch steamer outlet.

FIRE DEPARTMENT CONNECTION

Reference: 2000 International Fire Code, Section 912

Scope: This policy should apply to all new buildings equipped

with automatic fire sprinkler systems and/or standpipe

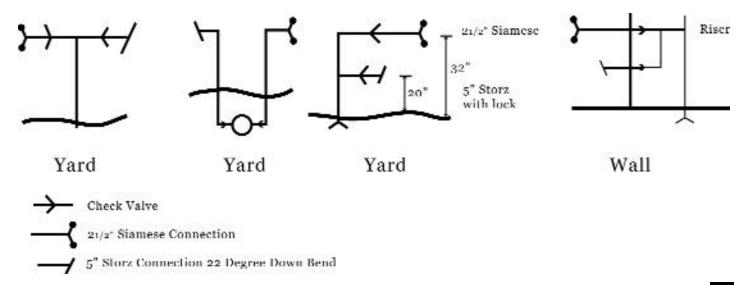
systems.

Information needed at time of site plan drawings:

Show location of connections on site plan.

Information needed at time of construction drawings:

1. Fire Department Connections for automatic sprinkler systems and/or standpipe systems for new buildings should be equipped with a 5-inch "Storz" connection as well as the 2½ inch Siamese connection. The "Storz" connection should be angled down with a "short bend" and equipped with a lock. The pipe size and arrangement of the Fire Department Connection should conform to the latest edition of NFPA 13, Standard for the Installation of Sprinkler Systems.



- 2. A horn/strobe should be mounted above all building-mounted Fire Department Connections at a height of 70 inches. The horn/strobe should activate on all automatic fire alarms.
- 3. Fire Department Connections installed in a "yard" should have a 4-feet x 4-feet x 4-inch concrete pad placed at the base to provide additional stability. If there are any other options other than the ones shown, the contractor may submit it to the Fire Prevention Division for review.

LIFE SAFETY FOR MID-RISE RESIDENTIAL PROPERTIES

Reference: 2000 International Fire Code, City Ordinance 2652.

The following policy is intended to support existing standards to insure fire and life safety for occupants of "mid-rise" residential occupancies. This includes structures more than three stories in height with interior common corridors, but not classified as a high-rise.

Since these structures vary in design and present unique fire and life safety concerns, additional requirements may be requested by the Fire Chief.

Information needed at time of construction drawings:

- 1. All residential portions of the building should be fully protected with automatic fire sprinkler systems. NFPA 13R systems may be used in these residential areas, but sprinkler protection should be provided for common corridors, balconies, attic spaces (roof attic only), bathrooms, closets exceeding 6 square feet, and closets with a minimum dimension exceeding 18 inches. NFPA 13 systems should be provided for retail areas or enclosed parking structures. Sprinkler protection is not required for open parking structures satisfying other requirements of the code.
- The automatic fire sprinkler system should be designed so it can be "zoned" with floor isolation valves in locations approved by the Fire Department.
- 3. A standpipe system (designed in accordance with NFPA and IFC) should be installed in every stairwell. The standpipe system should be interconnected to the automatic fire sprinkler system.
- 4. Firewalls (area separation walls) should be designed, in accordance with the IBC. When penetrations are made in the required firewalls, UL listed "through-penetration fire stop systems" should be used to seal them.
- 5. Automatic fire alarm systems should be analog intelligent addressable fire detection systems designed in accordance with NFPA and IFC.
- 6. Each residential unit should be equipped with fire alarm horns (minihorns) to provide the adequate decibel level in accordance with NFPA 72.

T ECHNICAL INFORMATION

• • Additional Information

Locking of the C.C.S. is not acceptable unless an approved key vault has been provided on the building exterior in accordance with fire department policy.

A permanent and durable floor plan of the first floor of the building should be provided in an approved location, which shows the locations of all exits, stairwells and elevators (numbered by car and coordinated with the elevator annunciator panel). If other floors have shuttle elevators, etc. a floor plan must be provided for the lowest level the elevators serve.

No storage of any kind is permitted in the C.C.S.

A smoke detector and adequate fire sprinkler protection should be provided in the C.C.S.

The C.C.S. should comply with the provisions set forth above in addition to the requirements in the International Building Code.

If there are any questions concerning this policy, contact the Fire Marshal's office at 972-919-2640.

- At least one elevator should be designed so it can accommodate a medical stretcher. Minimum size should be in accordance with the IBC Section 3002.4.
- 8. The fire pump room if required, and main fire alarm panel location should be within 50 feet of a Fire Lane.
- 9. Fire Lane(s) should be provided when any portion of the building is located more than 150 feet from a public street. This requirement may be modified by the Fire Chief when special features such as waterfronts or railroad tracks create barriers. The Fire Lane should be installed prior to the building being constructed.
- 10. Approved smoke removal, either mechanical or natural, should be provided for each floor. Natural smoke removal includes stairways and/or corridors opening to the outside.
- 11. KNOX boxes should be installed for Fire Department access.
- 12. All egress points from common corridors to the outside, if secured, should be designed with KNOX key switch access.
- 13. Developments should be designed with areas where moving trucks can be loaded and unloaded outside of designated fire lanes.

CENTRAL CONTROL STATION (CCS) REQUIREMENTS FOR HIGH-RISE BUILDINGS

Reference: 2000 International Fire Code, Section 509.1

Scope: This policy should apply to all high-rise buildings in the

City of Farmers Branch.

Information needed at time of construction drawings:

The location, size and configuration of the C.C.S. must be approved by the Fire Department prior to issuance of the building permit. (Minimum 96 square feet with a minimum dimension of 8 ft.) The C.C.S should be separated from the remainder of the building by not less than a 1-hour fire-resistance-rated fire barrier.

The following equipment must be provided in the C.C.S. for Fire Department use:

- 1. The emergency voice/alarm communication system unit and public address system panel.
- 2. The Fire Department communications system.
- 3. Fire-detection and alarm system annunciator system.
- 4. Annunciator visually indicating the location of the elevators and whether they are operational.
- 5. Status indicators and controls for air handling systems

- 6. The firefighter's control panel required by Section 909.16 for smoke control systems installed in the building.
- 7. Controls for unlocking all stairway doors simultaneously (and other electrically controlled locks, where provided).
- 8. Emergency and standby power controls and status indicators.
- 9. Fire pump status indicators.
- 10. Fire department communication handsets (minimum of 6).
- 11. Telephone for Fire Department use connected to a public telephone exchange.
- 12. Emergency contact list (minimum of 3 emergency contacts for after-hours notification) located adjacent to telephone.
- 13. Approved key box with required keys*:
 - Penthouse
 - Electrical/mechanical/telephone/elevator equipment/and similar rooms
 - Elevator "fireman's service" keys
 - Elevator emergency power transfer keys
 - Elevator lunar key
 - Emergency generator keys
 - Fire alarm control panel keys
 - Manual pull station and permanent phone cabinet keys
 - Stairwell lock override keys
 - Other keys as requested

*Six (6) sets of keys should be provided. Each set of keys should be properly labeled and placed on one large ring. Two (2) additional No. 3 keys (elevator "fireman's service") should be provided in the key box.

SPECIAL LOCKING SYSTEMS

Scope: The City of Farmers Branch requires permits for all special locking devices such as electric or electromagnetic locks. Locks which allow the doors to be opened from the inside without the use of a key (access cards are considered to be keys) or special knowledge or effort may be installed with restrictions or associated requirements. Doors may not be "locked" to restrict egress during normal business hours.

Acceptable Local Alternative

Alternate access-controlled egress devices. The entrance doors in a means of egress in buildings with an occupancy in Group A, B, E, M, R-1 or R-2 and entrance doors to tenant spaces in occupancies in Group A, B, E, M, R-1 and R-2 are permitted to be equipped with an approved entrance and egress access control system provided the building is protected throughout by an automatic sprinkler system with smoke detectors on each side of the

Definitions

Egress Control:

Egress control remains a function of life safety governed by the Building Official. Since there are different circumstances pertaining to egress control, the Building Official and Fire Marshal should determine if life safety might be compromised and should review all installations. If such installations are determined to be "non-conforming" or a possible threat to life safety, the proposed installation will not be permitted.

Push Button and Magnetic Locks:

Magnetic locks utilizing remote push to exit buttons may be used in very limited situations. The City of Farmers Branch accepts magnetic locks equipped with push to exit buttons as an alternate method for delayed egress situations. This type of lock may be installed only in buildings that are protected by approved automatic sprinklers with smoke detectors on each side of the controlled doors and/or an approved automatic smoke-detection system. These locks must always UNLOCK upon the activation of fire alarm or fire sprinkler, loss of power, loss of emergency lighting, or by the use of a switch in an approved location (fire control room).

Positive Latching:

The Building Code classifies many doors, due to location and the function performed by the doors, as fire assemblies or fire doors (refer to IBC Section 714). One of the many requirements of the Code for fire doors is that they must be positive latching. This simply means that in the closed position, fire doors will always, under every possible condition, remain latched. The basis for this requirement is to prevent the pressures created in a fire from

blowing the fire doors open and thereby negating their contribution to building safety. Fire doors will normally be required in stair enclosures and fire control rooms. Also, fire doors are usually required in elevator lobbies and pub-

Two-Step Egress:

lic corridors.

Doors must always be openable from the "egress" side without the use of a key or special knowledge or effort and with only one operation. This has been interpreted locally to mean that both the unlocking and unlatching must occur simultaneously with one operation [for exceptions, see IBC 1003.3.1.8]. Since operating a push button constitutes an "operation," doors must be free swinging after the button is pushed to release the magnetic lock. Doors are not permitted to be equipped with "backup" mechanical dead bolt locks to maintain security in the event of power loss. As mentioned above, magnetic locks with "push to exit" buttons must unlock in the event of power loss to the building. Therefore, these type locks can only be equipped with battery backup under special conditions approved by the Building Official and Fire Marshal.

Multi-story buildings:

In multi-story buildings, all electrically controlled doors must be able to be unlocked (fire doors must remain latched) simultaneously from a switch in the fire control room or other approved location. Combined with the restriction on two-step egress, this requirement also prevents the use of push to exit button-equipped magnetic locks on stair doors.

controlled doors and/or an approved automatic smoke detection system. Card readers, code keypads or similar devices may not be used to unlock a door in the direction of egress. Unlocking of special egress device may be by panic hardware, latching hardware or an electric button, which meets the requirements below. If photoelectric or motion detectors are used, they may be used in conjunction with but not in lieu of the electric button. The alternate access-controlled egress device should meet the following criteria:

 Automatically deactivate the egress control device upon activation of the sprinkler system or fire alarm system. The doors should remain unlocked until the fire alarm system has been reset.

- 2. Automatically deactivate the egress control device upon loss of electrical power from the primary electrical service to part of the access control system, which locks the doors.
- 3. Be capable of being deactivated by a signal from a switchboard located in an approved location such as a fire control room.
- 4.. The doors should be arranged to unlock from a manual unlocking device located 40 inches to 48 inches vertically above the floor and within 12 inches of the secured doors used for exiting and must be placed at the unhinged side of the door. Ready access should be provided to the manual unlocking device and the device should be clearly identified by a sign, which should read, "Push to Exit." The white letters of the sign should be at least one (1) inch in height and should have a stroke of not less than one-eighth (1/8) inch with a red background. When operated, the manual unlocking device should result in direct interruption of power to the lock independent of the access control system electronics and the doors should remain unlocked for a minimum of 30 seconds. The unlatching should not require more than one (1) operation.
- 5. In the case of double doors, the location of unlatching device should be approved by the Building Official and Fire Marshal but in no case further than twelve (12) inches from the doorframe in which the door is hung.
- 6. The button by which the unlatching device is operated should not be less than two (2) inches in diameter, readily visible, and should be red in color and should not be required to be held in for unlatching to occur.
- 7. Doors may not impede or obstruct required exits, exit passageways or corridors.
- 8. Entrance doors in buildings with occupancy in Group A, B, E or M should not be secured from the egress side during periods that the building is open to the general public.

Delayed egress locks - Should meet IFC 1003.3.1.8.2 and IBC 1003.3.1.8.2.

KEY VAULTS POLICY

Reference: 2000 International Fire Code, Section 506

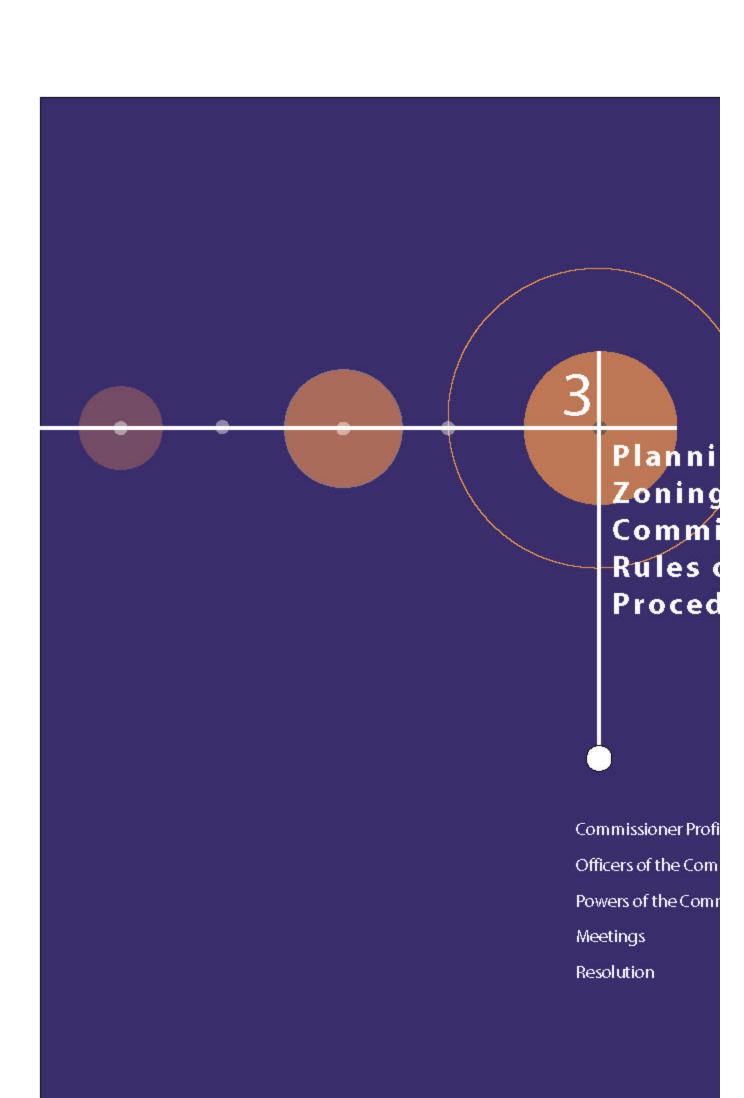
Scope: This policy should apply to all key vaults in the City of

Farmers Branch.

1. Key vaults should be listed by Underwriters Laboratories (UL).

2. Key vaults should be of heavy duty or extra heavy-duty construction.

- 3. Appropriate parties must obtain a signed authorization form from the Fire Marshal before a key vault can be purchased.
- 4. Key vault locations should be approved by the Fire Department PRIOR to installation and should be subject to the following conditions:
 - A. Key vaults should be mounted adjacent to the main entry doors most suitable for emergency access. Consideration should be given to the location of fire lanes and other fire control equipment.
 - B. Key vaults should in all cases be mounted within 10-feet of the designated entry.
 - C. Key vaults should not be visually or physically obstructed by landscaping or architectural elements.
 - D. Key vaults should not be mounted more than six feet, nor less than two feet above the surface level of the designated entry.
- 5. Keys necessary for entry should be placed inside the key vault. Keys should be properly labeled and be limited to one set attached to a substantially constructed key ring.
- 6. Fire Department alert decal should be placed on all exterior doors in the upper left hand corner.
- 7. It is recommended that all key vaults be electronically supervised to detect unauthorized entry. The City of Farmers Branch accepts no liability for security breeches resulting from the use of the key vault system. This system appears to be the best available for addressing the complicated problem of building access. However, no system should be considered infallible.





COMMISSIONER PROFILE

- 1. The Planning and Zoning Commission shall comprise of seven (7) appointed members, and two alternate members.
- 2. The members of the Planning and Zoning Commission shall be appointed by a majority vote of the Council.
- 3. The members of the Planning and Zoning Commission shall be residents of Farmers Branch and qualified voters.
- 4. The term of office shall be three (3) years.
- 5. Vacancies in the Planning and Zoning Commission occurring other than through the expiration of term of office shall be filed by the majority vote of the entire City Council and such appointees shall serve for that portion of the unexpired term remaining for the vacancy being filled.
- 6. The City Council may, upon the affirmative vote of a majority of the full membership of the Council, remove the members of the Planning and Zoning Commission.
- 7. The regular and alternate members of the Planning and Zoning
 Commission may be removed from office by the City Council for failure
 to attend three consecutive regular meetings of the Planning and
 Zoning Commission without being excused by the Planning and Zoning
 Commission.



OFFICERS OF THE COMMISSION

- The Commission shall select annually a Chairperson and a Vice Chairperson from its membership.
- 2. The Chairperson shall preside over all meetings and shall have the privilege of discussing all such matters before the Commission and voting thereon. The Chairperson shall sign subdivision plats and such other papers and documents as may be necessary. The Chairperson shall appoint all committees and may call special meetings of the Planning and Zoning Commission. The Chairperson shall be responsible for the efficient and orderly transaction of the Commission business.
- 3. The Vice Chairperson shall perform the duties of the Chairperson during the Chairperson's absence or inability to act. The Vice Chairperson shall sign preliminary plats during the absence of the Chairman.
- 4. The City Manager shall appoint the Director of Planning as an exofficio member of the Commission who shall serve as Secretary for the Commission.
- 5. The Secretary or Secretary's appointed designee shall keep the minutes and record of the Commission; prepare the agenda of regular and special meetings; provide notice of meetings and copies of minutes to Commission members; arrange proper and legal notice of all hearings; attend to the correspondence of the Commission; and other such duties as are normally carried out by a Secretary. It shall be the duty of the Secretary to submit to the Commission the minutes of previous meetings' proceedings. The minutes shall not be official until they are approved by a majority vote of the Commission.



Powers of the Commission

The Commission shall act in an advisory capacity to the City Council, and has the power to:

- 1. Recommend to the City Council additional ordinances for the zoning or redistricting of all lands within the City of Farmers Branch.
- 2. Recommend site plan approvals and the subdivision or platting of land.
- 3. Where specifically provided by an Ordinance, exercise the powers of the Zoning Board of Adjustment for the purpose of granting or denying a:
 - Variance from the development standards
 - Special Exception from the development standards
- 4. Review and recommend amendments to the City's Comprehensive Plan and Master Thoroughfare Ordinance.
- 5. Conduct special studies on issues that affect the physical, social, and economic health of the community, as needed.



MEETINGS

A meeting will take place when there is business before the Commission.

When: Second and fourth Monday

(or as otherwise set by the

Chairperson)

Time: 7:30 p.m.

(or as otherwise set by the

Chairperson)

Place: City Hall

Council Chambers 13000 William Dodson

Parkway

(or as otherwise set by the

Chairperson)

Special Meeting: Special meeting may be called at any time by the

Chairman, or upon the written request signed by

four members of the Commission.

Quorum: A majority of membership (4 out of 7) of the

Commission shall constitute a quorum.

Casting Vote: The number of votes necessary to determine a

question shall be a majority of those present. Voting

shall be in a manner as determined by the

Chairperson unless a member of the Commission

requests a roll call. If there is a division in the votes then the secretary shall record the votes as

being either "aye" or "nay".

ZONING HEARINGS, WITHDRAWALS AND POSTPONEMENTS

- At the public hearing, proponents and opponents shall be given the opportunity to present their respective views.
- 2. After the Commission has reached its decision and taken official action, such action shall be forwarded to the City Council.
- 3. After a final decision has been reached by the Commission and City Council, no additional applications will be accepted involving the same property within 18 months from the date of the final decision except:
 - at the request of, or referred back from the City Council;
 - on written request by the applicant, with pertinent facts, which the Commission deems sufficient to warrant a new hearing; or
 - where an application is denied without prejudice.
- 4. No portion of the fee required by Ordinance shall be returned to the applicant in the event of a withdrawal or postponement.

AMENDMENTS TO RULES AND REGULATIONS

- 1. These rules and regulations may be changed at any regular meeting of the Planning and Zoning Commission by a two-thirds vote of the members present.
- 2. Any proposed amendment of these rules must be received two weeks in advance of the meeting at which such amendment is considered.
- 3. Any amendment shall be approved by the City Council by Resolution.

Notice Requirements

Site Notification

- 1. The Comprehensive Zoning Ordinance requires that all cases being held before the Planning and Zoning Commission requiring a public hearing shall have a sign posted on the subject property. The Planning Division will provide the sign.
- 2. The sign shall state the case number of the application and a phone number to call for any questions.
- 3. The sign must be placed 15 feet from back of curb.

Hearing and Adjacent Property Notification

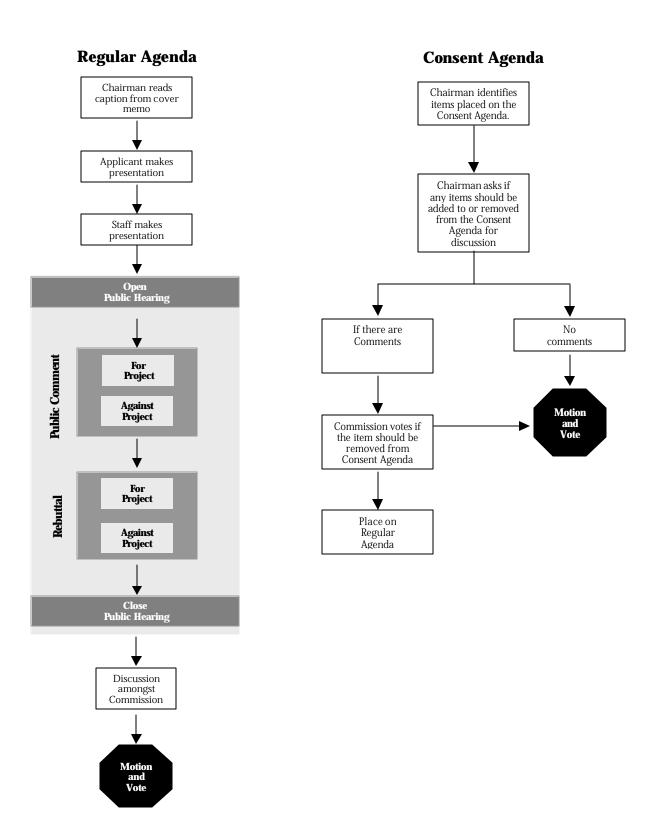
All cases shall be noticed in accordance with State law, which may include newspaper publication and mailed notices to surrounding property owners.

Posting of Meeting Dates

Agendas are posted at City Hall 72 hours prior to the meeting. You may also view the agenda on the City's website as well as at the Manske Library. Planning and Zoning Commission packets are also available at the Library.

HEARING PROCEDURES

The following chart outlines procedures that shall be followed for each public hearing and consent agenda. For those agenda items, which do not require a public hearing, the public hearing process should be removed from the flow chart.



RESOLUTION 2002-128

Upon the adoption of this Resolution, a copy thereof shall be certified by the Secretary of the Planning and Zoning Commission and presented to the City Council for its approval, and after the City Council approves this resolution, the Rules and Regulations shall become effective and be followed from that date, and shall apply to all development applications appearing before the Commission.

ADOPTED by the City Plan Com	nmission of the City of Farmers Branch on
the, day of, 2002.	
	oning Commission
ATTEST:	
	oning Commission
DILLY ADDROLUDD L L. Gu G	
	Council of the City of Farmers Branch,
Texas, on the day of	, 2002.
APPROVED:	
Mayor	
APPROVED AS TO FORM:	ATTEST:
	City Secretary

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ACKNOWLEDGEMENTS

CITY COUNCIL

Bob Phelps Mayor

Charlie Bird Mayor Pro Tem

Paul Walden Deputy Mayor Pro Tem

Calla Lea Davis
City Council Place 3

Bill Moses City Council Place 4

James Robbs City Council Place 5

PLANNING AND ZONING COMMISSION

David Merritt
Chairman

Mark Saiter Vice Chairman

Nancy Hardie Commissioner

Ruben Rendon Commissioner

Stan Armstrong *Commissioner*

Joe Patterson Commissioner

John Herndon Commissioner

Ben Robinson Alternate Commissioner 1

Tim O'Hare Alternate Commissioner 2

CITY STAFF

Administration

Richard L. Escalante *City Manager*

Linda Groomer Assistant City Manager

John Burke Assistant City Manager

Michael Spicer Director of Community Services

Jerry Murawski City Engineer

Kyle King Fire Chief

Mark Pavageaux Director of Public Works

Tom Bryson
Director of Communications

Planning Division

Kaizer Rangwala, AICP Director of Planning

Stacy Henderson Office Manager

Tina Firgens Senior Planner

Jim Sellards, AICP Planning Analyst

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Jim Olk Building Official

Bill Burns Plans Examiner

Mark Villalobos Permit Technician

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Mike Martin

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Elaine Nienkamp Engineering Technician

Lynn Bennie Senior Engineering Technician

Traci Jones City Landscape Architect

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Tim DeDear *Captain*

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Cary Walker Engineering Specialist

Mark Velton Engineering Specialist